



STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
October 23, 2002

ATTENDEES:	Jill Hansen	Jim Weber	Gina Hodge
	Brenda Berhorst	Kay Dinolfo	Jearl Reagan
	Gerry Wethington	Randy Arnold	Scott Peters
	Rex Peterson	Gary Eggen	Jeff Falter
	Jim Roggero	Tom Robbins	Cathy Reinkemeyer
	Dave Schulte	Tom Stokes	Todd Craig
	Paul Wright	Debbie Tedeschi	Christina Acree
	Tony Wening	Brenda Wilde	Gary Lyndaker
	Kim Potzmann	Steve Adams	Rich Beckwith
	Barb Kiso	Al Collier	
	Mark Brunner	Gail Wekenborg	

PRESENTATION

Project Management Standing Committee Overview – Jim Roggero

Jim Roggero and Jan Grecian gave a power point overview of the Project Management methodology and the recommendations of the Project Management Committee. One objective of the presentation was to get feed back from ITAB members and ask if ITAB members if they felt the committee was moving in the direction needed. Jim also asked ITAB members to get back to committee members with any questions they might have and the committee will try and answer at the November ITAB meeting. Jim indicated that the timing of this document was critical with the scope of the legislators returning, budget submission, Form 5 developments, etc.

Scott Peters discussed the risk assessment portion dealing with the overall scope. The Risk Management Committee looked at the current risk management policy and guidelines that have been used for the last several years. The current policy is working for state agencies but they considered using a format more like MoVAP. However, looking at MoVAP there are processes, there are policies, there are best practice, etc., so the committee decided not to reinvent the wheel but use what they already had. The committee did not feel they should use a standard format or template for a risk management plan. The committee felt agencies should decide if their risk plan should go with their Form 5 as MoVAP or be a summary document and each agency should be able to do the risk plan however they wanted, rather than use a standard form that summarizes what the risks are. The committee is going to take a closer look on the latest “Project Management Book of Knowledge” and the chapter on Risk Management.

Jim Roggero asked ITAB members to study the document closely and at the November 20 ITAB meeting, it could be discussed more closely.

SAM II Object Code – Mary Willingham

Mary gave power point overview of Object Codes. Mary discussed how the committee identified IT costs, explaining that if an agency’s IT department doesn’t buy it or support it, does not mean that is it not an IT cost for the agency. Nor does it mean that if an IT department does buy it, it does not necessarily make it an IT item. What the committee was looking at was a central information technology job, not just the cost of supporting that technology. Mary indicated that if you look at the IT Accessibility Standards, it goes beyond mainstream IT because it includes audio graphics and text which includes televisions, telephones, radios, etc. The committee feels it is up to ITAB to decide that IT is what ever ITAB decides it is which could include a combination of things.

Dave Schulte gave examples as to why it is important and necessary to report IT cost. Dave explained that defining IT costs helps provide an IT department adequately planning for the future, along with information requested by legislators and the Governor’s Office. Dave also explained that there are transitional technologies that will become mainstream IT technologies over time. As an example, in Corrections Dave has acquired telecommunications voice

and to look at Dave's budget it looks like his growth has been tremendous, however, that is not the situation. Dave feels as other technologies that are not clearly identified with IT begin to get pulled in under the umbrella of IT the wrong assumptions can be made.

Handouts were distributed, as examples, to show what the committee has been working on and how the object codes could work. Mary asked that everyone take the handouts to their accounting department and ask their opinion on the object codes. Mary indicated that the descriptions, along with additional object codes, would have to be approved with the FMAC committee.

Gerry indicated that it would be worth while to pursue a wish list. A wish list would indicate where we want to go with object codes and would help build a business case as to why what we have will not work on a long-term basis. We need to take to the FMAC committee the business case of why we can't continue down this path.

ACTION ITEMS

Approval of the September 18, 2002, Information Technology Advisory Board Meeting Minutes



Motion to approve was made by Jearl Reagan and seconded by Jim Roggero.

GENERAL BUSINESS

1. CIO Update (Gerry Wethington)

Home Land Security – The first Home Land Security Commission meeting was held in October at SEMA. Tim Daniels has identified eight or nine issues as topics that need to be addressed. Tim wants sub-committees formed, responsibilities assigned, lead agencies and secondary agencies. Two topics were given to the Office of Information Technology, one being Cyber Security and the second is Business Continuity. The OIT's office is responsible as lead agency for the two projects and will begin working on them. Gerry indicated that he still did not know what the federal budget was going to be for HomeLand Security but budgets will be put together to drive the two projects. There is a charter for the HomeLand Security Commission that is being updated and will be re-distributed. They will meet once a quarter based upon a federal grant that the Department of Health and Senior Services received, the bases of the grant is driving the meeting schedule for Home Land Security because it helps Health to meet some of their grant guidelines. The next meeting should be in about three months with sub-committees meeting on a regular basis. There was a decision item last year that gave authority for \$600,000 on business continuity. This is money that will be taken out of the homeland security's federal grant program. The cyber security program will have a decision item for this year, which will provide more money.

Decision Items – OIT's office did submitted some decision items and is working with Budget and Planning on these items. They did submit a Cyber Security decision item that would establish a chief security officer and would have two security auditors, giving them three FTEs. This was submitted as a general revenue item supported by Tim Daniels. Tim has contacted the Budget Office and has indicated that he feels this is an important decision item. There is a decision item on business continuity that was submitted for 1.8 million dollars and is expected that the funding source would be federal funds out of the Homeland security budget. Cyber security is \$163,000 for the three FTEs however we may ask for additional dollars that would support either product acquisition and/or consulting services (this would also be federal funds). There is also the core decision item that OIT had along with a Project Oversight decision item that has been zeroed out. If there are any information technology projects funded, that decision item will be updated by Budget and Planning to include 4% of the money that is appropriated into each Department.

E Government – This is another item that has been submitted for about 7.8 million dollars. This is federal funding but there is GR money for one FTE. There is a GIS decision item that is federally funded with the exception of the four FTEs (one to the University of Missouri, one to OIT and two would go to Natural Resources) to drive GIS. Part of the reason the E-government and GIS decision items were submitted, it that Senator Leiberman and Senator Thompson had the E-government act of 2002 amended to the Homeland Security act. Specifically, when the department of Homeland Security bill was addressed, it also addresses the E-government act of 2002, which makes money available to states to work in the area of E-government. There is also justice integration, which is 7.8 million dollars and is federal funds that also has money for the seven FTEs that we have authorization for, this year. Gerry is waiting to see what happens with Justice Commerce State Appropriation Bill, he has heard there is a 4 million dollars are ear marked for Missouri's justice integration program but Gerry has not seen it. The senate has completed their mark-up and the house is working on their mark-up but have not gotten to conference.

Project Management activities have been scaled back along with the funds that are being spent with IBM. There is disagreement between the prime contractor (IBM) and the sub-contractors on the E-Government contract. Some of the sub-contractors are unhappy with the amount of the dollars over the course of the E-Government project. Until the funding sources are resolved, there will not be any money flowing to anyone. More things will be taken on internally and we will try to maintain a level of momentum until we can determine if we will receive federal funds.

PC Acquisition Maintenance and Service Budget Review – A meeting was held with OIT, Senate Appropriations, House Budget members, and the Budget Office. They discussed the problems of putting together a detailed budget review. There are about six to ten different methodologies as to how PC Acquisition Maintenance and Support is managed. There is not a consistent method for costing this out nor is there consistent understanding of the control of PC acquisition. Some agency IT departments do not have control over PC acquisition, so they are not certain of the number of PCs, whether they are under maintenance, whether they are under time and materials, whether they are using manufacture standard warranty, etc. After looking at what we have today, the Senate Appropriation office and the House Budget office agree that we probably cannot do a detail budget review that we would like to do right now. The Missouri Value Assessment Program was discussed as one of the methods that should be used. Gerry provided the latest draft to the House Budget Committee Office and the Senate Appropriation Office and OA Budget and Planning. They were very impressed and are anxious to see the final draft.

HIPAA – There have been a couple of meetings receiving cabinet level attention. Legal Councils are beginning to meet on a regular basis and have now decided which agencies are covered and which are not. Extension request were submitted by the October 16 deadline. A HIPAA 101 course for the cabinet will be offered in the near future.

E-mail – We are beginning to look at the .GOV URL extension and trying to determine what type of URL standards will be established in terms of how do we name anything that is Missouri.GOV or MO.GOV. Gerry indicated that if any agencies are interested in have a .GOV URL they need to let Gerry know, because of procedures to get the URL reserved. The only agency request that has been received so far is from Department of Transportation and MODOT.GOV is reserved for them. Gerry ask members to send any URL questions to Jan Grecian or himself.

There are questions from the Governor's office wanting to standardize and getting away from state.mo.us and going to a .GOV and then going to a standard email across the state.

Data Dictionary – Gerry is still looking at data dictionary and moving forward to a standardized data dictionary. As we move into a new application area, those attributes will be consistent across state agencies, especially from a citizen's perspective. A citizen should not have to identify themselves more than once or in different formats to the state.

Web Page Standards – Web page standards need to be looked at and how we get consistency among agency web pages and the state portal. What standards will apply if it is an externally facing web page vs. an internally facing web page (only dealing with state employees)?

Youth Cabinet – The Governor will hold a press conference on October 29 and name the Youth Cabinet. Two individuals will be appointed to work directly with the OIT's Office. The youth cabinet applicants had to be between the ages of eighteen and twenty-five. There is also a youth network and applicants could be between fifteen to eighteen but could not hold a cabinet position. There are 29 cabinet positions and they had over 4,800 applications. There are 60,000 youths that are interested in participating in the youth network. They will have separate cabinet meetings but on occasion will sit in on the Governor's full cabinet meetings. Ben Smilewitz is the Youth Coordinator with the Governor's Office and the Youth Cabinet.

NASCIO – NASCIO starts on Sunday, October 27 and runs through October 30.

Accessibility Standards – These standards are on the private side of the web site and ITAB members received hard copies some time ago. Gerry's office is trying to get these standards adopted and needs ITAB to take action on the adoption of these standards. The way the standards read right now, indicate that we are changing from a lowest and best to evaluating things strictly on their ability to be accessible. This needs to be done in a way that we don't eliminate lowest and best but that we also take into account the accessibility requirement. There is a provision in chapter 191 that talks about undue burden, with no definition of what undue burden is other it creates an undue burden on the state in terms of cost and implementation. The question is what type of language do we use in RFPs and IFBs in order to procure goods and services. There was much discussion of undue burden vs. lowest and best and how do you comply with the accessibility issues and at the same time stick to the lowest and best.

Microsoft Software – Tom Stokes is putting together a project statement. Gerry has asked him to contact individuals to work on a sub-committee. They are planning to report to ITAB at the January meeting. There is an obligation under the executive order to have it finalized by February 21. (This is policies and procedures that we need to publish, dealing with software piracy.) There are executive orders from 6 or 7 other states that Microsoft provided and OIT's office is looking at the policies and procedures that resulted out those executive orders. This is not specifically for Microsoft, Microsoft prompted it, but we will not need to conduct audits by February 21.

2. Miscellaneous Items (Jill Hansen)

Jill reminded members, at the November ITAB meeting we will vote on a new Chairperson. There are three nominations, Mary Willingham, Jim Weber and Paul Wright. Jill will be sending bios on Mary, Jim and Paul.

The November ITAB meeting will be at SEMA in the bunker. Jeff Falter requested everyone attending the November meeting at SEMA bring two pieces of identification. Jeff also indicated that SEMA is doing spot checks on vehicles and may request that you exit your vehicle and open your hood and trunk for inspection. Do not be surprised if this happens.

December ITAB meeting will be December 18 because the last Wednesday is Christmas Day. It was decided to vote at the November meeting whether or not to cancel the December meeting.

3. Mentoring (Tim Dwyer/Jan Grecian) - The committee is working on the program and hope to have something to ITAB by the November meeting. A meeting is scheduled for October 31.

4. Privacy Committee (Scott Peters/Bob Meinhardt) - A meeting was held on October 3. The committee is working on the domain for the architecture committee. Scott indicated that there were two minor changes to the Privacy Charter within their purpose and read the recommended change. There was some discussion of the change. Gina Hodge moved to approve the change and Jearl Reagan seconded. Motion passed.

5. SAM II Data Warehouse Users Group Update (Mary Willingham/Debbie Tedeschi) - No report

6. HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt) - No report

7. Technology Services Update (Gail Wekenborg) - Technology Services is working with Design and Construction and Facilities Management to obtain a second generator for the Data Center and hope to have installed by the end of FY03. The SDC Steering Committee meeting is scheduled for Thursday, October 24. The meeting will be devoted to establishing priorities for the applications when we have to recover in a disaster recovery situation. The network staff is contacting agencies regarding pricing.

8. Security Committee Update (Rex Peterson/Bob Meinhardt) - Did not meet this month but had hoped to have some guidelines to bring to ITAB members, however, will try to have at the November meeting. One guideline was on info-con and another was on firewalls, a third was job descriptions for security officers.

9. MOTEC Update (Jim Weber/Paul Wright) - The committee was wanting to set some new goals and set the percentage for usage. They also wanted to set marketing items and asked everyone to look at web site and send them feedback or suggestions.

10. Personnel Committee Update (Chris Wilkerson/Jan Grecian) - The committee has two items they are working on. The charter is final and the committee hopes approval at the November meeting. Chris will email the charter to ITAB members within the next couple of days. They are also working on security IT classifications and the PDs. Their next meeting is the end of October.

11. Statewide Purchasing Update (Gary Eggen/Karen Boeger) - PC prime vendor contract has gone out. The AS400 RS6000 contract, will be established. Issues have been addressed with IBM and Huber & Associates.

12. Internet/MOREnet Update (Tony Wening) - Tony talked about news report about attacks on the large Tier 1 internet provides and indicated that it had no impact on Missouri.

13. Project Mangement Committee Update (Jim Roggero/Tom Stokes) - Covered in the morning presentation.

14. Project Oversight (Debbie Tedeschi) - Covered in the morning presentation.

15. Risk Management (Scott Peters/Tom Stokes) - Covered in the morning presentation.

16. Total Cost of Ownership (Dennis Bax/Jan Grecian) - No report

17. Performance Measures (Cliff Gronauer/Tom Stokes) - No report

18. Distance Learning Update (LTC Tom Smith) - No report.

19. Architecture Review Committee Update (Jim Weber/Bob Meinhardt) - Barb Kisso announced that release 1.1 of the Missouri Adaptive Enterprise Architecture manual is now available. Changes that were added to the manual include a glossary and a description of a manual repository procedure for capturing and communicating information provided by subject matter experts serving on domain committees. This process will be in place until and automated repository tool is selected. Printed copies are available of the "MAEA Manual/" The "Executive Primer" gives a general overview of the concept and benefits of enterprise architecture, the "Agency Primer" gives individuals in the agencies an idea of how architecture will fit into their projects, and the tri-fold is a high-level snapshot of architecture.

Training sessions have begun and nineteen people from nine agencies have attended an Architecture 101 session. A facilitated training session for the Security Domain Committee was held on Monday, October 21 and Tuesday, October 22. Eight Security domain committee members, members of the Architecture Technical Committee and individuals from the Architecture Office and National Systems Research attended. Good feedback about the session was received and will be used to revise the curriculum.

The first Security Domain working session is scheduled for November 7 and will continue on an ongoing basis. It is estimated to require approximately 4 hours per week from staff until the domain material is covered.

A review of enterprise architecture repository products is being done to determine requirements for modeling architecture processes, capturing, retrieving and communicating information gathered from the domain committees and the architecture review committees. A recommendation should be in place within the next couple of weeks.

Jill requested that Barb Kiso and/or Bob Meinhardt bring to the November ITAB meeting a session on Architecture 101.

20. Network Management Consortium Update (Jim Roggero/Jill Hansen) - Jill explained that the Network Managaement Consortium is not a committee that has been appointed by ITAB but a group that Gerry formed. The group started out as the Network Consolidation project but has been entitled as the Network Consortium Group. The group is working to consolidate duplication in the network area. Jim Roggero is the chairperson and Jill is the vice-chairperson for this group.

The consortium group has been meeting for approximately six months. The agencies participating are the office of Administration, State Courts, Missouri State Highway Patrol, Department of Social Services, National Guard, Department of Transportation, Department of Health, Department of Insurance, Department of Mental Health and MOREnet. A charter has been developed that Jim will distribute to the ITAB group via email. Jim indicated that the group would give periodic updates to the ITAB group and give presentations to ITAB that would reflect networking issues. The charter is on the OIT web site under Network Management Consortium.

OPEN DISCUSSION

REVIEW OF ACTION ITEMS

- Review MoVAP that was distributed at the meeting and will get feedback at the November ITAB meeting.
- Look at accessibility standards and discuss contract language.
- .GOV extension, give to Jan if you are interested in .GOV extension for your agency.
- Object codes, give to your financial personnel, go through them and we will discuss at November ITAB meeting.
- Mary Willingham will email members the presentation and the “wish” list.
- Chris will email the Personnel Charter so it can be approved at the November ITAB meeting.
- Architecture 101 will be presented at the November ITAB meeting.
- The Network Consortium Charter is on the OIT web site if you want to look at it but Jim Roggero will email to members.

NEXT MEETING

The next ITAB Meeting is scheduled for **November 20, 2002 at SEMA Headquarters, EOC Floor, 2302 Militia Drive, Jefferson City**